

### **Accounts Payable (AP) Clerk**

We are looking for an experienced Accounts Payable (AP) Clerk to join our team in Conroe, TX. The AP Clerk will perform a variety of general accounts payable support tasks. The ideal candidate will have at least three years of experience and knowledge in accounts payable, demonstrate attention to detail, be dependable, and be proficient in accounting software and Microsoft Office applications.

#### **Duties and Responsibilities:**

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by scanning and filing documents.
- Reconciling work by verifying entries and reports balance
- Paying vendors by scheduling checks and ensuring payment is received
- Responding to all vendor inquiries
- Continuing to improve the payment process
- Reviewing and processing invoices
- Working with purchasing and receiving departments to resolve discrepancies
- Contacting vendors to resolve issues
- Backup for Accounts Receivable as needed. This will require the handling of invoicing and cash receipt posting for some customers on a regular basis to remain proficient
- Backup for Front Desk as needed and on a scheduled rotation
- Perform other job-related tasks as assigned

#### **Qualifications**

- High School Diploma or GED
- 3 years of experience in related field
- Strong Microsoft office and data entry skills
- An understanding of basic bookkeeping and accounting skills
- Highly motivated and great working independently as well as in a team setting
- Positive attitude, energetic, self-motivated and be a team player
- Ability to multi-task in a fast-paced environment
- Must have strong attention to details
- Must have exceptional organizational skills
- Must have excellent communication skills

**Turbo Drill Industries, Inc. is an Equal Opportunity Employer**